

FIRES BRIGADE SDO/SDNCO INSTRUCTIONS

- 1. The SDO/SDNCO on duty will check in with the Fires Brigade Rear Detachment Commander, LTC Miller (449-3191), NLT 1700 daily for any additional instructions.**
- 2. Do not send SIRs to the Division prior to Fires Brigade Rear Detachment Commander's approval.**
- 3. Ensure the SDO/SDNCO or runner is at the Fires Brigade staff duty desk at all times (i.e. when the SDO/SDNCO is making checks, the runner is at the desk manning the phones).**
- 4. Read the duty log from today/yesterday. Ensure that there are no questions/open actions remaining from the previous shift.**
- 5. Ensure phones are used for official business only and usage is kept to a minimum.**
- 6. Be familiar with the SIR/CCIR/Alert procedures as outlined in the SDO book.**
- 7. SDO/SDNCO will conduct one check of the separate units arms rooms (BLDG 12004) before midnight and one check after midnight, ensuring that the checks are at least 6 hours apart and the SF702 form is signed.**
- 8. SDO/SDNCO will conduct one check of the Fires Brigade footprint before midnight and one check after midnight, ensuring that the checks are at least 6 hours apart. SDO/SDNCO will also perform two checks of the 2-20 Bn Staff Duty (BLDG 12011) and the 589th Bn Staff Duty (BLDG 12020) during their shift.**